



UNITED STATES MARINE CORPS
MARINE AVIATION DETACHMENT
22401 CEDAR POINT ROAD, BUILDING 102
NAVAL AIR STATION
PATUXENT RIVER, MARYLAND 20670-1188

IN REPLY REFER TO
DetO 1400.1
SGTMAJ
15 Jul 21

DETACHMENT ORDER 1400.1

From: Commanding Officer
To: Distribution List

Subj: MERITORIOUS PROMOTION TO THE GRADES OF CORPORAL AND SERGEANT

Ref: (a) MCO P1400.32D CH2
(b) MARADMIN 521/14
(c) MARADMIN 150/16

Encl: (1) Format sample for meritorious promotion board nominations

1. Situation. This Order promulgates policy and procedures for the conduct of the meritorious promotion boards for the Commanding Officer (CO), Marine Aviation Detachment, Patuxent River and China Lake-Point Mugu.

2. Mission. Per reference (a), the CO of Marine Aviation Detachment (MAD) has the authority to meritoriously promote the most deserving Marines to sergeant and corporal based upon total onboard strengths of permanent personnel in the grades of corporal and lance corporal.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The CO will convene one board in the 3rd quarter of the promotion period for each rank considered to nominate the most qualified Marines for meritorious promotion to the ranks of sergeant and corporal.

(a) Determination of eligibility for meritorious promotion will be based on the performance of the Marine as reported in the recommendation letter and the Marine's military record. A meritorious promotion must be based on the Marine's demonstrated capability to discharge the duties and responsibilities of the next higher grade above all peers in a satisfactory manner.

(b) The meritorious sergeant and corporal board shall be comprised of the following members:

Sergeant Major, Marine Aviation Detachment
Master Sergeant, Marine Aviation Detachment
Gunnery Sergeant or Staff Sergeant, Marine Aviation Detachment
Gunnery Sergeant or Staff Sergeant, Marine Aviation Detachment

(2) Concept of Operations. Enclosure (1) provides the format that will be used for all meritorious promotion nominations submitted. The following additional guidance is provided:

(a) Meritorious promotions of exceptionally qualified Marines will be based on outstanding performance and as recognition of ability to assume a position of greater authority and responsibility. Meritorious promotions are intended to promote Marines whose performance is superior to that of their peers. Accordingly, nominees must possess the degree of leadership appropriate for the next higher grade and have demonstrated a capacity for discharging all of the duties and responsibilities of the grade for which they are being recommended.

(b) The Marine's performance of duty, in comparison with all known Marines of the same grade, without regard to Military Occupational Specialty/Occupational Field (MOS/OccFld), must be significantly superior to that of their peers in order to merit promotion over other qualified Marines in the grade, regardless of their time in grade. The level and type of duty performed within the individual's MOS/OccFld, as well as outside the MOS/OccFld, must be clearly superior to that of their peers. The Marine's entire service will be considered, not just their current tour of duty.

(c) Recommendation for meritorious promotion should not be made as a reward for "faithful service" or when a personal commendation is more appropriate.

(3) The reference directs that meritorious promotion to corporal and sergeant will be based upon onboard strength. Should the accumulation of quarterly fractions still result in less than one promotion for the entire fiscal year after the computation in July, the command may then affect one promotion to the grade of sergeant in August and one promotion to the grade of corporal in September.

(a) The meritorious promotion period is as follows:

Sergeant: August
Corporal: September

b. Tasks

(1) Sergeant Major

(a) Upon receipt of the nominations for the meritorious promotion, screen all nomination packages for accuracy and compliance with the basic criteria for meritorious promotion.

(b) Provide all nomination packages, accompanying documents, and board worksheets of nominees to the members of the meritorious sergeant and corporal boards.

(c) Convene the meritorious sergeant board, typically on the third week of July. Convene the meritorious corporal board, typically on the third week of August.

(d) Submit the board recommendations to the CO for final consideration.

(e) Based on the information provided from each board, direct the preparation of the Certificate of Appointment (DD form 216-2).

(2) Subordinate Sections

(a) Comply with the intent of this Order by ensuring that all eligible Marines are given the opportunity to compete for meritorious promotion. The candidate must meet the minimum time in service for promotion (sergeant - 18 months, corporal - six months), computed from the Armed Forces Active Duty Base Date.

(b) Screen and nominate Marines for meritorious promotion by ensuring the completion and verification of enclosure (1).

(c) Determination of qualifications for meritorious promotions, will be guided by, but not limited to, the following:

1. In accordance with reference (b), nominees must have a certificate of completion for non-resident and resident professional military education appropriate for their grade and recorded in the Marine's official military personnel file or service schools completion codes within the Marine Corps Total Force System (MCTFS) - (waiver not accepted).

2. Marines in a promotion restriction status listed in paragraph 1204 of reference (a) will not be considered for meritorious promotion.

3. Display exceptional personal appearance, within height and weight standards, demonstrate leadership traits, and impeccable military bearing.

4. Must have a current first class Physical Fitness Test and Combat Fitness Test score.

5. Must be recommended for reenlistment.

6. Have no derogatory entries or non-judicial punishments within the last 12 months.

(d) Forward enclosure (1) with all supporting documentation to the MAD S-1 by the 10th day of July for the meritorious sergeant board and by the 10th day of August for the meritorious corporal board.

(3) S-1

(a) Screen all nomination packages and accompanying documents for accuracy and compliance with the basic criteria contained in the reference and this Order.

(b) Provide all nomination packages and accompanying documents of nominees to the Sergeant Major.

(c) Based on the information provided by the Sergeant Major, the president of the meritorious sergeant and corporal board, prepare the appropriate documents for the CO's final approval and signature.

(d) Upon approval and signature by the CO, ensure the Certificate of Appointment (DD Form 216-2) is prepared and reported via unit diary.

(4) S-3. Provide support for the video teleconference system for the meritorious sergeant and meritorious corporal board. The equipment shall be set up, tested, and coordinated prior to the start of each board to eliminate any technical difficulty during the boards.

c. Coordinating Instructions

(1) Enclosure (1) with all supporting documentation must arrive on the 10th day of July for the meritorious sergeant board and on the 10th day of August for the meritorious corporal board.

(2) Nominees for each board will be boarded during a panel with a hardcopy nomination package.

(3) Approved meritorious promotions will be announced by the Sergeant Major, once approved by the CO.

(4) The MAD S-1 will prepare the Certificate of Appointment and provide it to the appropriate section with a date of rank effective the second day of the designated promotion month.

5. Administration and Logistics. The Sergeant Major has staff cognizance over the meritorious promotion program.

6. Command and Signal

a. Command. This Order is not applicable to the Selected Marine Corps Reserve, Active Reserve, Individual Ready Reserve, or Individual Mobilization Augmented Marines.

b. Signal. This Order is effective the date signed.



J. W. EGGSTAFF